

Announcing Instructor Training Programs

RECAD Instructor Training in Montgomery-March 22, 2004 and Risk Management Instructor Training in Montgomery-March 23, 2004

As all of you are aware, instructors must attend a six hour instructor training program for RECAD, Risk Management and Fair Housing before being able to gain approval to teach them. Additionally, new instructors who are teaching prelicense or post license must also complete these programs the first time they are offered as all of these topics are covered in those courses. The last time RECAD and Risk Management instructor training was offered was May 20-21, 2002. If you have been approved as a new instructor since that time you must attend both days to continue teaching prelicense and post license and certainly before you can teach the continuing education courses in these topics. For those of you who would like a refresher, this is a grand opportunity at a reduced fee. Mark your calendars now!

DATES

March 22—RECAD
March 23—Risk Management

LOCATION

Montgomery Area Association of REALTORS®
4280 Carmichael Road, Montgomery, Alabama

COST

RECAD

\$75 First time attendee
\$49 Refresher course attendee

Risk Management

\$95 First Time attendee-
(includes manual)

\$49 Refresher course attendee-(bring your own manual)

LATE FEE

All costs increase by \$35 per program for registrations received after Monday, March 8, 2004.



Featuring Instructor
Randy McKinney

Costs include—continental breakfast, breaks, lunch, hand-out materials and instruction by Randy McKinney!

Registration Forms Enclosed

REGISTRATION

All participants must register through Auburn University for both RECAD and Risk Management. Those paying by check will make it payable to Auburn University. See enclosed registration form for more details.

ABOUT THE INSTRUCTOR

Randy McKinney is currently a broker, attorney and educator. He is a popular speaker and CE instructor. He has taught many RECAD and Risk Management courses throughout the state and has taught both instructor training programs in the past. Other teaching duties find him serving on the Alabama GRI (Graduate, REALTOR® Institute) faculty and the national CRB (Certified Real Estate Broker) faculty. Randy also maintains a CCIM (Certified Commercial Investment Member) designation. He is the current President-Elect for the Alabama Association of REALTORS®.

Randy received his Bachelor of Science Degree from the University of South Alabama in 1977 and then obtained his salesperson's license in 1978. In 1980 he received a Master of Religious Education from the New Orleans Baptist Theological Seminary. He obtained his broker's license and earned his GRI designation in 1981. In 1985 he received a Juris Doctor (J.D.) from the Birmingham School of Law and was admitted to the state bar in 1986. Since then Randy has practiced both law and real estate brokerage which gives him a unique perspective into both RECAD and risk management.

Randy is a talented educator who possesses both the delivery skills and knowledge of the subject matter to make him among the best in the country.

The Alabama Real Estate Commission announces its
Optional Instructor
Training Program on
Thursday, October 21,
2004 and Annual
Instructors' Seminar on
Friday, October 22, 2004
at the Auburn University
Hotel and Conference
Center in Auburn,
Alabama

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REGISTRATION FORM

RECAD Instructor Training

Sponsored by the Alabama Real Estate Commission

Taught by Popular Educator and Trainer Randy McKinney

Monday, March 22, 2004 9:00 a.m. – 4:00 p.m.

Held at the office of the Montgomery Area Association of REALTORS®
4280 Carmichael Road, Montgomery, AL

Registration Fees and Forms Received After Deadline Will Increase \$35

REGISTRANT INFORMATION

Social Security Number _____

Name _____
LAST FIRST MI

Address _____
CITY STATE ZIP CODE

Phone _____ Fax _____

E-mail Address _____

NAME AND AFFILIATION PREFERENCE ON NAME TAG _____

COURSE INFORMATION

- (\$75) RECAD Instructor Training — first timers—Received by March 8, 2004**
- (\$110) RECAD Instructor Training — first timers—Received after March 8, 2004**

- (\$49) RECAD Instructor Training — refresher—Received by March 8, 2004**
- (\$84) RECAD Instructor Training — refresher—Received after March 8, 2004**

FOUR EASY WAYS TO REGISTER

FAX this form to 334/844-3101

CALL in your information to 334/844-5100

MAIL this form to Outreach Program Office, 301 O.D. Smith Hall, Auburn University, AL 36849

WEB online at www.auburn.edu/outreach/arecrecad

PAYMENT INFORMATION

Check Money Order MasterCard Visa Purchase Order

Expiration Date _____ Card or Purchase Order Number _____

Authorized Signature _____

Registrations received via FAX, email or telephone MUST contain a credit card number or purchase order number. Otherwise, you will not be considered registered.

MAKE CHECKS PAYABLE TO **AUBURN UNIVERSITY**

TOTAL ENCLOSED _____

CANCELLATIONS and REFUNDS

Written refund requests received no later than seven days prior to the program will result in a refund of fees less a \$15 administration charge. Refund requests received after that cannot be honored. A substitute participant may be designated in place of a registrant who cannot attend.

Auburn University and the Outreach Program Office reserve the right to cancel, postpone, or combine workshop sections, to limit registration, or to change instructors or speakers.

This program is designed to be accessible to all who wish to attend. Should you have a special need, please call 334.844.5100.

REGISTRATION FORM

Risk Management Instructor Training

Sponsored by the Alabama Real Estate Commission

Taught by Popular Educator and Trainer Randy McKinney

Tuesday, March 23, 2004 9:00 a.m. – 4:00 p.m.

Held at the office of the Montgomery Area Association of REALTORS®
4280 Carmichael Road, Montgomery, AL

Registration Fees and Forms Received After Deadline Will Increase \$35

REGISTRANT INFORMATION

Social Security Number _____

Name _____
LAST FIRST MI

Address _____
CITY STATE ZIP CODE

Phone _____ Fax _____

E-mail Address _____

NAME AND AFFILIATION PREFERENCE ON NAME TAG _____

COURSE INFORMATION

Fee covers cost of manuals for first timers. Those attending program for refresher, bring your own manuals.

- (\$95) Risk Management Instructor Training—first timers—Received by March 8, 2004**
 (\$130) Risk Management Instructor Training—first timers—Received after March 8, 2004
 (\$49) Risk Management Instructor Training—refresher—Received by March 8, 2004
 (\$84) Risk Management Instructor Training—refresher—Received after March 8, 2004

FOUR EASY WAYS TO REGISTER

FAX this form to 334/844-3101

CALL in your information to 334/844-5100

MAIL this form to Outreach Program Office, 301 O.D. Smith Hall, Auburn University, AL 36849

WEB online at www.auburn.edu/outreach/arecriskmgmt

PAYMENT INFORMATION

Check Money Order MasterCard Visa Purchase Order

Expiration Date _____ Card or Purchase Order Number _____

Authorized Signature _____

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Who's Responsible for This?

By Ryan Adair, Education Specialist

Responsibility. This is a word that strikes fear in the hearts of many people. The dreaded question "Who's responsible for this?" makes some individuals run and hide. However, there are others who thrive on responsibility. The more the better, as far as they are concerned. It keeps the creative and entrepreneurial juices flowing. Well, you may have guessed by now the direction in which this article is heading. As real estate instructors, you carry many responsibilities. This statement may bring either anxiety or excitement when you read it. Regardless of the feeling that has been aroused, we must address the responsibilities of instructors and make sure that everyone is on the same page.

The first area of responsibility is the *renewal of instructor approval and courses*. Rule 790-X-

1-.10(4) and (5) state the requirement of instructors to renew both their instructor approval and course approvals. The instructor renewal must be accomplished by August 31 of the second year of each approval period or the approval will be placed on inactive status meaning no courses can be taught until the approval is renewed. The instructor must also renew each individual course that is approved under him/her by submitting a fee and outline including learning objectives. Courses that are not renewed by the deadline set by the Commission will be deleted from the instructor's list of approved courses.

The second area of responsibility is confined to those instructors who teach the 30-hour post license course. According to Rule 790-X-1-.06(6)(j), *post license instructors must verify the temporary license number of a*

student prior to admitting him/her to a post license course. No student can be allowed to begin a post license course without a temporary license. If a student begins a post license course before the temporary license is issued, the student must start over at whatever time the error is discovered, even if the student has successfully completed the course.

The third area of responsibility deals with an *instructor's presence in the classroom*. Rules 790-X-1-.08 and 790-X-1-.12(2) state the instructor's responsibility as far as attendance is concerned. All approved instructors must be in the classroom at all times with only two exceptions. The first exception involves a distance education course. The second exception involves the use of guest instructors. As the rule states, a guest instructor is not allowed to teach in excess of

20% of the total classroom time covered by the course in the absence of the approved instructor. Guest instructors may be used more than 20% provided the instructor is present.

The final area of responsibility is record keeping, which rests on school administrators. Rule 790-X-1-.06(l) requires schools to maintain permanent records showing attendance and course completion scores for a minimum of three (3) years. Rule 790-X-1-.12(10) requires schools (course sponsors) of continuing education courses to maintain permanent attendance records for its students for a minimum of four years.

You are urged to review the Rules 790-X-1-.06 through 790-X-1-.21 from time to time to insure that you remain up to date on your responsibility as an instructor or administrator. ☐

A Delegation Dilemma

Many instructors and even school administrators delegate some of their responsibilities to others particularly as it pertains to submitting required paperwork. If you choose to do this, remember that you are ultimately responsible for insuring that forms are submitted accurately and timely to the Commission.

Let's look at specific real estate education forms and the responsibility of instructors or administrators for each.

Real Estate Continuing Education Course Application

Instructor Responsibility: According to Rule 790-X-1-.10(1) of Alabama license law, instructors must submit application for elective CE course approval on this form. Courses are approved for individual instructors, not for schools.

Therefore, each instructor with the desire to teach a course must submit the Course Application with the completed content outline. Once approved, the instructor can then teach the course for any approved school.

Course Information Form Instructor Responsibility for Prelicense and Post License and School Administrator Responsibility for Continuing Education: Rule 790-X-1-.06(3) specifies the instructor's responsibility of sending information concerning the exact location, times and dates of prelicense and post license courses. Rule 790-X-1-.12(5) states that **course sponsors** of CE courses must submit the Course Information Form. For all courses, the course information must be submitted at least one week in

advance of the course.

Rosters

Instructor Responsibility: Paragraphs (4) and (5) of Rule 790-X-1-.06 address rosters for prelicense and post license courses. Just as paragraph (3) states the instructor is responsible for the Course Information Form, he/she must also submit the rosters. Rosters are not required to be submitted for continuing education classes but that does not relieve the instructor of the responsibility of keeping student records as prescribed by the rules.

Certificates of Completion

Instructor Responsibility: According to Rule 790-X-1-.06(6)(k), "...a Commission approved Certificate of Completion shall be completed by the instructor and given to each student" at the end of a preli-

cense or post license course. Continuing education courses are addressed in Rules 790-X-1-.12(7) and .14(2) once again specifying the instructor as the one who issues the certificates. Please note that the entire Certificate of Completion is the responsibility of the instructor, not just the signature. Never, never, never sign blank certificates and hand them over to others to fill out. You should sign certificates only after they are filled in and you can verify that the person attended the course and the information on the certificate is complete and accurate. You will be held responsible for any mistakes on the certificate. There have been some serious situations arise because instructors turned this responsibility over to others. Do not let this happen to you.

Instructor, Course and School Renewals

Instructors If you have not renewed your instructor approval effective on or after October 1, 2003, you are listed with the Commission as inactive and can not be teaching approved courses. However, you have until September 30, 2004 to renew your instructor approval before it will lapse.

You can do that online at www.arec.state.al.us. At the top of the page click on "Online Services" and then choose "Online Education Renewals." Just follow the on screen instructions from there.

Courses Instructors are responsible for renewing their own courses. Once the instructor renewal has been accomplished, the instructor will receive from the Commission a list of courses to be renewed.

Schools Administrators are

responsible for renewing school approvals. If the school approval was not done so that it was effective on or after October 1, 2003, the school is now listed as inactive. Administrators have until September 30, 2004 to renew the school before the approval will lapse. Should it lapse the school will be deleted from Commission records and the administrator must again go through the approval process to re-open. Schools must be renewed online at www.arec.state.al.us.

Revised Alabama License Law Books Available

The 20th edition revised 2003 Alabama License Law Book including Rules and Regulations is now available. This edition contains a couple of new features that will hopefully enhance its use by licensees. In the back just prior to the regular index is a handy quick reference "key word" index.

Also, recent pertinent Commission rulings and guidelines have been included for periodic review and referral.

A complimentary License Law book is being mailed to each instructor. License Law books for your classes can be purchased from the University of Alabama Real Estate Research and Education Center by phone at 205.348.4117 or on the Web at <http://arerec.cba.ua.edu/Research/Order/form.htm>.



"Some are getting careless about getting the rosters in on time and that is assuming they are sent at all."

Prelicense and Post License Instructors

Course Rosters Some are getting careless about getting the rosters in on time and that is assuming they are sent at all. Too many cases are coming up where applicants are being delayed license issuance because the rosters are missing or the course dates do not match those on the certificates. Remember, prelicense and post license rosters are due in the Commission office within one week after the course begins. Make sure you include a course completion date on the roster.

Certificates On prelicense and post license certificates, be very careful of the dates. Both beginning and completion dates frequently do not match the roster dates. At minimum, the course beginning dates MUST match. As for the completion date, if the student finishes earlier than originally reported on the roster, instructors must submit an amended date showing the correct date of completion. If the student finishes after the course completion date on the roster, an amended roster is not necessary.

Alabama Real Estate Educators Association News

At the annual meeting held in Auburn, AL on October 9, 2003, the AREEA (Alabama Real Estate Educators Association) chapter elected officers for 2004. Elected were President **Harriett Isaacson** from Birmingham; President-Elect **Bo Goodson** from Montgomery; Secretary/Treasurer **Anne Powell** of Mobile; Directors **Fraser Sparkman**, Birmingham; **Emil Ankermler**, Gadsden and **Donnis Palmer**, Birmingham.


One of the projects that the real estate educator's chapter

will take on this year is to assist the Alabama Real Estate Commission in identifying appropriate topics to be



included in a completely updated Risk Management course. The Commission has also enlisted AREEA's help to

update the post license course.

The chapter is planning an early spring retreat in Biloxi. The committee is busy lining up speakers on various topics for this program. There will also be time included to put in some work on the risk management course. Come and be a part of the work, fun and networking. AREEA members should watch for registration flyers to reach you mid to late February. If you are not an AREEA member and wish to join the chapter, please contact Harriett Isaacson at harriett@realtysouth.com. 



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The Clock on the Wall Says It's Time to Go Now

By Chris Porter, Education Specialist

On March 1, 2004, I will retire from the Alabama Real Estate Commission. It is hard for me to accept that the time has come for me to go. I keep telling myself that retiring from this agency is not retiring for life just taking time out to enjoy the other finer things that life has to offer and grow with my grandson, TJ.

I have enjoyed my employment of sixteen years here with the Commission. I am retiring from the state with a total of thirty-two years of dedicated service. Sixteen of those years were served as a high school guidance counselor with the Elmore County Board of Education. Over the years with the Commission, I

have been most fortunate to have met so many wonderful, loving, and caring people. The friendships, hugs, love, smiles and memories will forever be embedded in my heart. I will cherish these memories forever. You are the best!!

Sincerely,
Chris

